HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 4, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Frohling, Greshay and Marsik

MEMBER EXCUSED: Ballweg

ALSO PRESENT: Joseph Rains, Human Resource Director; Sarah Eske, Human Resource Analyst; James Mielke, Dodge County Administrator; Scott Smith, Interim Chief Deputy; Kenneth Kamps, Division Manager; Kathy Ryan, Division Manager; Jane Hooper, Clearview Administrator; Angela Zilliox, HR Specialist

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Marsik. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the May 21, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Marsik. Motion Carried.

Hooper informed the Committee that she is preparing a resolution to eliminate one (1) full-time Adult Family Home Manager position and create one (1) full-time Assisted Living Supervisor position. She stated that the Adult Family Home Manager currently oversees the two (2) adult family homes, each of which have approximately eight (8) residents. She stated with the creation of the twenty (20) bed CBRF located in the Henry Dodge Building, the new Assisted Living Supervisor will oversee the CBRF and the two (2) adult family homes. She stated that she has drafted the job description and a Job Description Questionnaire (JDQ) was completed and she is waiting for the recommendation from Carlson Dettmann. She stated she is anticipating that the Health Facilities Committee will approve the resolution at their next meeting and is asking for this Committee to support the resolution. She is anticipating that the resolution will go to the County Board on June 18, 2013. Hooper answered questions from Committee members about recruitment and hiring for this position.

Motion by Frohling to support the resolution eliminating one (1) full-time Adult Family Home Manager position and creating one (1) full-time Assisted Living Supervisor. Second by Greshay. Motion carried.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE - 06/04/13

The Committee reviewed the Personnel Requisitions.

Motion by Marsik to approve the Personnel Requisitions as presented. Second by Greshay. Motion carried.

One (1) Transportation Driver – Part-time <20 hrs/wk, Human Services & Health Department

One (1) Typist II – Full-time, Human Services & Health Department

One (1) Lieutenant - Full-time, Sheriff's Department-Detective Division

One (1) Traffic Patrol Officer - Full-time, Sheriff's Department-Patrol Division

One (1) Dairy & Livestock Youth Summer Internship – Seasonal, UW Extension Department

One (1) Summer 4-H and Youth Agent, UW Extension Department

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: None. NEW HIRE: Leonel Ramirez, Economic Support Aide, Human Services & Health Department at \$12.86, Pay Grade DC02, Step ST01 effective 05-21-13; Matthew J. Miller, Custodian II, Physical Facilities Department at \$12.96, Pay Grade DC02, Step ST01 effective 05-09-13. RE-HIRE: None. LIMITED TERM/SEASONAL: Austin J. Baumann, Highway Seasonal, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-03-13; Travis H. Davidson, Highway Seasonal, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-03-13; Kayla A. Hill, Highway Seasonal, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-03-13; Austen T. Oechsner, Highway Seasonal, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST effective 06-03-13. RECLASSIFICATION: None. STEP INCREASE: None. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Rains updated the Committee on the progress of the Performance Review Advisory Committee. Rains stated the Committee made good progress at the last meeting and are close to developing a draft form for all County departments. He stated that the next step will be to identify the competency factors. He stated that Katie McCloskey will be submitting these to the Committee for discussion prior to the next meeting. Rains stated that he and Eske went to the city of Appleton to view the software package they are developing for performance reviews. He stated that it was his opinion that at this time the County should focus on starting with a more basic approach by developing the form, procedures and training, and then perhaps later could consider whether to purchase software. Rains and Mielke answered questions related to budgeting procedures for the merit increases. Rains indicated that once the procedures are defined Mielke will need to decide how to budget the funds.

Committee Member Reports: None to report.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE - 06/04/13

HR Director's Report

- a. Disciplinary Actions: Rains informed the Committee that an employee of the District Attorney's Office was given a one day unpaid suspension for failure to follow important instructions from the District Attorney.
- b. Grievances and Arbitrations: Rains informed the Committee that the Sworn union has been notified of the County's selection of arbitrators for the grievance arbitration. He is waiting to hear from the Sworn union regarding their selection.

Rains informed the Committee that both sides acknowledged the facts of the prohibited practice claim involving five (5) former AFSCME locals and that he is waiting to hear the determination from Peter Davis, Legal Counsel for Wisconsin Employment Relations Commission (WERC) as to what will take place next.

c. Worker's Compensation: No report.

Future Agenda Items: Health and Dental Premiums for 2014 budget.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **June 18, 2013 and July 9 and 23, 2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:53 a.m.

Richard Greshay, Secretary

Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.